



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

OLC #78-2688

*Reports*

BULLETIN NO. 78-16

June 30, 1978

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Reducing the Number of Executive Branch Reports  
to the Congress

1. Purpose. This Bulletin provides instructions for the identification of possibilities for elimination, consolidation, or other modification of recurring reports to Congress whether required by law or by request.

2. Background. The President intends to make recommendations to Congress for simplifying and improving the flow of information between the Executive and Congress. The General Accounting Office is working with staff of Congressional committees to review executive branch reports to Congress and will inform OMB of reports it believes can be simplified or eliminated. Agencies have already provided GAO with summary information about their reports to Congress. These may be useful in preparing the materials now required. OMB will forward to GAO recommendations resulting from each department and agency review. The President will make his recommendations to Congress on proposals for change after full coordination and consultation with the departments and agencies, GAO and the Congressional committees.

3. Material required. Material should be presented in the following format:

<u>Report Title</u>	<u>Statutory Authority*</u>	<u>Frequency</u>	<u>Recommended Change</u>	<u>Principal Reason for Recommendation</u>
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\*Date of original request if not required by statute.

Material should be sent within sixty days of receipt of this Bulletin to Stanley E. Morris, Deputy Associate Director for Regulatory Policy and Reports Management, Office of Management and Budget, Room 10202, New Executive Office Building, Washington, D.C. 20503.

4. Attachment. Attached is a sheet listing suggested criteria for use in review of Reports to Congress.

MORI/CDE

5. Notification and inquiries. Please notify Mr. Robert Raynsford on 395-3814 of the officials in your agency who will be responsible for this review. Inquiries concerning this Bulletin may also be directed to Mr. Raynsford.

  
James T. McIntyre, Jr.  
Director

Attachment

Attachment

CRITERIA FOR USE IN REVIEW OF REPORTS TO  
CONGRESS

- I. Possibilities for Simplification
  - A. Consolidation of Several Reports
  - B. Reduction in reporting frequency
- II. Duplication and Overlap with Other Reports
  - A. Information provided to Congress by agency in another form
  - B. Information provided by other agencies or the public
- III. Reporting burden and other costs
  - A. Cost/Burden to reporting agency and other Federal agencies
  - B. Cost/burden of information collected from outside the Federal Government
- IV. Uses
  - A. Use to reporting agency
  - B. Use to Congress in opinion of agency
    - 1. Original rationale for requiring report
    - 2. Is this rationale still valid?
    - 3. Is there some evidence on actual use of information by Congress?

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED CONFIDENTIAL SECRET

**OFFICIAL ROUTING SLIP**

TO	NAME AND ADDRESS	DATE	INITIALS
1	Legislative Counsel		
2			
3			
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

**Remarks:**

In July 1977 you were tasked with preparing a coordinated listing of all standing requirements by Congress for reports by the Agency. Your report to the NFIB on this subject was dated 29 July. Because that report should be useful in the review required by this bulletin, it is requested that your Office assume action for the Agency's response.

Please notify OMB (and us) of the name of your action officer. Your final report should be forwarded to this Office for transmittal to OMB.

**/ FOLD HERE TO RETURN TO SENDER**

AND PHONE NO.	DATE
James H. Taylor, Comptroller, 4E42	JUL 1978

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